



**RIVER VALLEY CHILD DEVELOPMENT SERVICES**  
**Employee Performance Evaluation**  
**Interim Service Coordinator**

Employee Name:	Date of Hire:
Job Title:	Job Site:
Review Period:	Date of Evaluation:
Scoring: 1 Inadequate 2 Minimal 3 Adequate 4 Excellent N/A Not applicable to position at this time	Review Type: _____ 30 days _____ 90 days _____ 6 months _____ Annual

**RATING FACTORS**

<b><i>Adherence to Policies</i></b>	<b><i>Scoring (Circle Appropriate Indicator)</i></b>	<b><i>Supervisor Comments/Observations</i></b>
Consistently conforms to and promotes River Valley policies, philosophy, and mission	1 2 3 4 N/A	
Personal appearance – looks neat and well-groomed	1 2 3 4 N/A	
Punctuality and Attendance – arrives on time and attends regularly	1 2 3 4 N/A	
Comments:		

<b>COMMUNICATION/INTERPERSONAL SKILLS</b>	<b>Scoring (Circle Appropriate Indicator)</b>	<b>Supervisor Comments/Observations</b>
Deals with conflict professionally when working with customers and co-workers	1 2 3 4 N/A	
Uses good interpersonal skills with customers and co-workers	1 2 3 4 N/A	
Works well with others; follows the FISH philosophy	1 2 3 4 N/A	
Courtesy – polite and respectful	1 2 3 4 N/A	
Attitude toward constructive criticism is good	1 2 3 4 N/A	
Demonstrates excellent verbal and written communication skills	1 2 3 4 N/A	
Comments:		

<b>SKILLS AND ABILITIES</b>	<b>Scoring (Circle Appropriate Indicator)</b>	<b>Supervisor Comments/Observations</b>
Able to organize, work collaboratively in team environment, work independently, maintain high level of confidentiality	1 2 3 4 N/A	
Knowledge of or demonstrated ability to learn necessary computer skills	1 2 3 4 N/A	
Comments:		

<b>GENERAL REQUIREMENTS</b>	<b>Scoring (Circle Appropriate Indicator)</b>	<b>Supervisor Comments/Observations</b>
Time sheets submitted on time and accurately	1 2 3 4 N/A	
Leave requests submitted timely	1 2 3 4 N/A	
Monthly travel reimbursement requests submitted on time and accurately	1 2 3 4 N/A	
Individualized Staff Development Plan completed; progression through the plan is made throughout the year	1 2 3 4 N/A	
Maintain STARS enrollment	1 2 3 4 N/A	
Attend monthly staff meetings	1 2 3 4 N/A	
Adhere to the NAEYC Code of Ethics	1 2 3 4 N/A	
Keep supervisor informed on all relevant matters	1 2 3 4 N/A	
Comments:		

<b>ESSENTIAL RESPONSIBILITIES</b>	<b>Scoring (Circle Appropriate Indicator)</b>	<b>Supervisor Comments/Observations</b>
Handles referrals and initial contacts with families according to policy/timelines and documents attempts.	1 2 3 4 N/A	
Assists the family in meeting their inquiries, questions, and other needs for supports and services	1 2 3 4 N/A	

Follows Part C policies and timeframes	1	2	3	4	N/A	
Coordinates necessary evaluations and assessments, ensuring involvement of other professionals as appropriate	1	2	3	4	N/A	
Follows document completion procedures including but not limited to obtaining all necessary signatures; completing consent forms and written notices; and recording complete and accurate information	1	2	3	4	N/A	
Demonstrates knowledge of medical conditions, risk factors, and atypical development which may affect the infant/toddler population	1	2	3	4	N/A	
Supports families as the primary decision-makers with regard to services and supports for their child and family	1	2	3	4	N/A	
Provides services and supports which facilitate a smooth transition into, within, and out of early intervention services	1	2	3	4	N/A	
Actively participate in Child Find/Public Awareness activities	1	2	3	4	N/A	
Comments:						

Additional Comments:

Employee Comments:

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Employee Signature

Date

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Supervisor/Director Signature

Date